Activity Guide –

PO325 – Supplier Contract Entry

State of Kansas
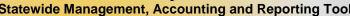
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Activity 1 - Walkthrough: Review Supplier Contract Transactional Data

Scenario
You are a **Contract Processor** for your Agency. You have an existing transactional supplier contract in SMART which you need to review. Use the Contract Entry page to locate and review the existing transactional supplier contract in SMART.

Menu Path
Supplier Contracts → Create Contracts and Documents → Contract Entry

UPK Procedure
Not applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to locate and review supplier contract transactional data in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a "user specific field," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
Contract Entry: Find an Existing Value	
Contract ID	000000000000000000000009
* Click the **Search** button	
Contract	
Administrator	Review information
Contract: Header	
Vendor	Review information
Begin Date	Review information
Expiration Date	Review information
Primary Contact	Review information
Vendor Contract Ref	Review information
Description	Review information
Tax Exempt checkbox	Review information
Contract: Contract Term/Renewals	
Actual Contract Start Date	Review information

Field	Value
(mm/dd/yyyy)	
Initial Contract Expiration Date (mm/dd/yyyy)	Review information
Number of Renewals Established	Review information
Renewal Duration (in months)	Review information
Current Renewal Period	Review information
Contract: Order Contract Options	
Corporate Contract checkbox	Review information
Allow Open Item Reference checkbox	Review information
Adjust Vendor Pricing First checkbox	Review information
Price Can Be Changed on Order checkbox	Review information
Must Use Contract Rate Date checkbox	Review information
Rate Date	Review information
* Click the **PO Defaults** link	
PO Defaults	
* Review Header information, Shipping Information and ChartFields	
* Click the **OK** button	
Contract: Order Lines: Details	
* Review all information on this page	
* Click the **Line Details** button	
Details for Line 1	
* Click the **Expand All** link	
* Review all information on this page	
* Click the **OK** button	
Contract: Order Lines: Details	
* Click the **Distribution** button	
PO Distributions for Line 1	
* Review all information on this page	
* Click the **OK** button	
Contract: Order Lines: Details	
Contract: Order Lines: Order By Amount	
* Review all information on this page	
Contract: Order Lines: Item Information	
* Review all information on this page	
Contract: Header	
* Click the **Edit Comments** Link	

Field	Value
Header Comments	
* Review all records and functionality on this page	
* Click the **OK** button	
Contract: Header	
* Click the **Contract Activities** link	
Contract Activities	
* Review all information on this page	
* Click the **Cancel** button	
Contract: Header	
* Click the **Primary Contact Info** link	
Vendor Contact Information	
* Review all information on this page	
* Click the **Return** button	
Contract: Header	
* Click the **Activity Log** link	
Activity Log	
* Review all information on this page	
* Click the **Return** button	
Contract: Header	
* Click the **Document Status** link	
Document Status	
* Opens in a **new** window	
* **Maximize** the new window	
* Review all information on this page	
* Close the window (Document Status page)	
Contract: Amount Summary	
Maximum Amount	Review information
Line Released	Review information
Open Item Relsd	Review information
Total Released Amount	Review information
Status	Review information
Save button	Review information
* Click the **Home** link	

Activity 2 - Walkthrough: Enter Supplier Contract Transactional Data

Scenario

You are a **Contract Processor** for your agency. Your agency is preparing for their annual file archiving and you need to order archive storage boxes, therefore you need to create a transactional supplier contract to purchase the archive storage boxes.

Menu Path

Supplier Contracts → Create Contracts and Documents → Contract Entry

UPK Procedure

Not applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to enter supplier contract transactional data in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
Contract Entry: Add a New Value	
Contract Process Option	Purchase Order
* Click the **Add** button	
Contract	
Administrator	COLBIE – Colbie Contact
Vendor ID	0000000074 – Ojo Supplies Shop
Begin Date	User Specific Data
Expire Date	User Specific Data
Primary Contact	1 – Josh Vinyard
Description	Archive Storage Boxes
Tax Exempt	123456789
Amount Summary	
Maximum Amount	4000.00
Contract Term/Renewals Section	
Actual Contract Start Date	03/10/2011

Field	Value
Number of Renewals Established	2
Initial Contract Expiration Date	08/09/2011
Renewal Duration (in months)	6
Current Renewal Period	0
Contract: Order Contract Options	
* Deselect the **Corporate Contract** checkbox	
* Select the **Allow Open Item Reference Checkbox**	
* Click the **PO Defaults** link	
PO Defaults	
Buyer	COLBIE – Colbie Contact
Dept	1730101010
Fund	1000 – State General Fund
Bud Unit	0210
Program	01031 - Administration
Account	537100
* Click the **OK** button	
Contract: Lines: Details	
Description	Archive Storage Boxes
UOM	DOZ - Dozen
Category	44111515 – File storage boxes or organizers
* Click the **Line Details** button	
Contract Entry: Details for Line 1	
* Click the **Expand All** link	
Contract Entry: Details for Line 1: Schedule Defaults: UOM/Pricing	
Price Loc	1
UOM	DOZ
Base Price	39.99
Contract Entry: Details for Line 1: Schedule Defaults: Shipping Template	
* Qty Sched	1.0000
* Click the **OK** button	
Contract: Header	
* Click the **Add Comments** Link	
Header Comments	
* Click the **Attach** button	
File Attachment	
* Click the **Browse** button	
Choose File	
* Navigate to file location	Desktop folder
* Select File Name	Test Attachment Document for PO325

Field	Value
	- Activity 2.docx
* Click the **Open** button	
File Attachment	
* Click the **Upload** button	
Header Comments	
* Click the **OK** button	
* Review all data to ensure all is correct	
Status	Approved
* Click the **Save** button	
Note your Contract Number:	
* Click the **Home** link	

Classroom 1 - User Specific Data

User ID	Field	Value
User 1	Begin Date	08/10/2010
User 2	Begin Date	08/11/2010
User 3	Begin Date	08/12/2010
User 4	Begin Date	08/13/2010
User 5	Begin Date	08/14/2010
User 6	Begin Date	08/15/2010
User 7	Begin Date	08/16/2010
User 8	Begin Date	08/17/2010
User 9	Begin Date	08/18/2010
User 10	Begin Date	08/19/2010
User 11	Begin Date	08/20/2010
User 12	Begin Date	08/21/2010
User 13	Begin Date	08/22/2010
User 14	Begin Date	08/23/2010
User 15	Begin Date	08/24/2010
User 16	Begin Date	08/25/2010
User 17	Begin Date	08/26/2010
User 18	Begin Date	08/27/2010
User 19	Begin Date	08/28/2010
User 20	Begin Date	08/29/2010
User 21	Begin Date	08/30/2010
User 22	Begin Date	08/31/2010

Classroom 1 - User Specific Data

User ID	Field	Value
User 1	Expire Date	08/09/2011
User 2	Expire Date	08/10/2011
User 3	Expire Date	08/11/2011
User 4	Expire Date	08/12/2011
User 5	Expire Date	08/13/2011
User 6	Expire Date	08/14/2011
User 7	Expire Date	08/15/2011
User 8	Expire Date	08/16/2011
User 9	Expire Date	08/17/2011
User 10	Expire Date	08/18/2011
User 11	Expire Date	08/19/2011
User 12	Expire Date	08/20/2011
User 13	Expire Date	08/21/2011
User 14	Expire Date	08/22/2011
User 15	Expire Date	08/23/2011
User 16	Expire Date	08/24/2011
User 17	Expire Date	08/25/2011
User 18	Expire Date	08/26/2011
User 19	Expire Date	08/27/2011
User 20	Expire Date	08/28/2011
User 21	Expire Date	08/29/2011
User 22	Expire Date	08/30/2011

Classroom 2 - User Specific Data

User ID	Field	Value
User 1	Begin Date	09/10/2010
User 2	Begin Date	09/11/2010
User 3	Begin Date	09/12/2010
User 4	Begin Date	09/13/2010
User 5	Begin Date	09/14/2010
User 6	Begin Date	09/15/2010
User 7	Begin Date	09/16/2010
User 8	Begin Date	09/17/2010
User 9	Begin Date	09/18/2010
User 10	Begin Date	09/19/2010
User 11	Begin Date	09/20/2010
User 12	Begin Date	09/21/2010
User 13	Begin Date	09/22/2010
User 14	Begin Date	09/23/2010
User 15	Begin Date	09/24/2010
User 16	Begin Date	09/25/2010

User ID	Field	Value
User 17	Begin Date	09/26/2010
User 18	Begin Date	09/27/2010
User 19	Begin Date	09/28/2010
User 20	Begin Date	09/29/2010
User 21	Begin Date	09/30/2010
User 22	Begin Date	09/31/2010

Classroom 2 - User Specific Data

User ID	Field	Value
User 1	Expire Date	09/09/2011
User 2	Expire Date	09/10/2011
User 3	Expire Date	09/11/2011
User 4	Expire Date	09/12/2011
User 5	Expire Date	09/13/2011
User 6	Expire Date	09/14/2011
User 7	Expire Date	09/15/2011
User 8	Expire Date	09/16/2011
User 9	Expire Date	09/17/2011
User 10	Expire Date	09/18/2011
User 11	Expire Date	09/19/2011
User 12	Expire Date	09/20/2011
User 13	Expire Date	09/21/2011
User 14	Expire Date	09/22/2011
User 15	Expire Date	09/23/2011
User 16	Expire Date	09/24/2011
User 17	Expire Date	09/25/2011
User 18	Expire Date	09/26/2011
User 19	Expire Date	09/27/2011
User 20	Expire Date	09/28/2011
User 21	Expire Date	09/29/2011
User 22	Expire Date	09/30/2011

Classroom 3 - User Specific Data

User ID	Field	Value
User 1	Begin Date	10/10/2010
User 2	Begin Date	10/11/2010
User 3	Begin Date	10/12/2010
User 4	Begin Date	10/13/2010
User 5	Begin Date	10/14/2010
User 6	Begin Date	10/15/2010
User 7	Begin Date	10/16/2010

User ID	Field	Value
User 8	Begin Date	10/17/2010
User 9	Begin Date	10/18/2010
User 10	Begin Date	10/19/2010
User 11	Begin Date	10/20/2010
User 12	Begin Date	10/21/2010
User 13	Begin Date	10/22/2010
User 14	Begin Date	10/23/2010
User 15	Begin Date	10/24/2010
User 16	Begin Date	10/25/2010
User 17	Begin Date	10/26/2010
User 18	Begin Date	10/27/2010
User 19	Begin Date	10/28/2010
User 20	Begin Date	10/29/2010
User 21	Begin Date	10/30/2010
User 22	Begin Date	10/31/2010

Classroom 3 - User Specific Data

User ID	Field	Value
User 1	Expire Date	10/09/2011
User 2	Expire Date	10/10/2011
User 3	Expire Date	10/11/2011
User 4	Expire Date	10/12/2011
User 5	Expire Date	10/13/2011
User 6	Expire Date	10/14/2011
User 7	Expire Date	10/15/2011
User 8	Expire Date	10/16/2011
User 9	Expire Date	10/17/2011
User 10	Expire Date	10/18/2011
User 11	Expire Date	10/19/2011
User 12	Expire Date	10/20/2011
User 13	Expire Date	10/21/2011
User 14	Expire Date	10/22/2011
User 15	Expire Date	10/23/2011
User 16	Expire Date	10/24/2011
User 17	Expire Date	10/25/2011
User 18	Expire Date	10/26/2011
User 19	Expire Date	10/27/2011
User 20	Expire Date	10/28/2011
User 21	Expire Date	10/29/2011
User 22	Expire Date	10/30/2011

Activity 3 – Exercise: Enter Transactional Data for Supplier Contract

Scenario
You are a **Contract Processor** for your agency. Your agency has boxes of archived files which need to be put into document storage. As the Contract Processor for your agency, it is your responsibility to create the transactional supplier contract for the document storage.

Menu Path
Supplier Contracts → Create Contracts and Documents → Contract Entry

UPK Procedure
Not applicable

Job Aid
Not Applicable

Instructions
Use the appropriate steps from the previous Instructor-led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a "user specific field," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to Instructor for guidance.

Required Data

Field	Value
Contract Entry: Add a New Value	
Contract Process Option	Purchase Order
* Click the **Add** button	
Contract	
Administrator	COLBIE – Colbie Contact
Vendor ID	0000000075 – Matt Supplies Shop
Begin Date	User Specific Data
Expire Date	User Specific Data
Primary Contact	1 – Kathy Buttle
Description	Document Storage
Tax Exempt	123456789
Contract Term/Renewals Section	
Actual Contract Start Date	05/10/2011
Number of Renewals Established	1
Initial Contract Expiration Date	10/09/2011

Field	Value
Renewal Duration (in months)	24
Current Renewal Period	0
Amount Summary	
Maximum Amount	3000.00
Contract: Order Contract Options	
* Deselect the **Corporate Contract** checkbox	
* Select the **Allow Open Item Reference** checkbox	
* Click the **PO Defaults** link	
PO Defaults	
Buyer	COLBIE – Colbie Contact
Dept	1730101010
Fund	1000 – State General Fund
Bud Unit	0210
Program	01031 - Administration
Account	523200
* Click the **OK** button	
Contract: Lines: Details	
Description	Archive Document Storage
UOM	MTH – Month
Category	78131602 – File Archive Storage
* Click the **Line Details** button	
Contract Entry: Details for Line 1	
* Click the **Expand All** link	
Contract Entry: Details for Line 1: Schedule Defaults: UOM/Pricing	
Price Loc	1
UOM	MTH
Base Price	125.00
Contract Entry: Details for Line 1: Schedule Defaults: Shipping Template	
* Qty Sched	1.0000
* Click the **OK** button	
Contract: Header	
* Click the **Add Comments** Link	
Header Comments	
* Click the **Attach** button	
File Attachment	
* Click the **Browse** button	
Choose File	
* Navigate to file location	Desktop folder
* Select File Name	Test Attachment Document for PO325 - Activity 3.docx

Field	Value
* Click the **Open** button	
File Attachment	
* Click the **Upload** button	
Header Comments	
* Click the **OK** button	
* Review all data to ensure all is correct	
Status	Approved
* Click the **Save** button	
Note your Contract Number:	
* Click the **Home** link	

Classroom 1 - User Specific Data

User ID	Field	Value
User 1	Begin Date	09/10/2010
User 2	Begin Date	09/11/2010
User 3	Begin Date	09/12/2010
User 4	Begin Date	09/13/2010
User 5	Begin Date	09/14/2010
User 6	Begin Date	09/15/2010
User 7	Begin Date	09/16/2010
User 8	Begin Date	09/17/2010
User 9	Begin Date	09/18/2010
User 10	Begin Date	09/19/2010
User 11	Begin Date	09/20/2010
User 12	Begin Date	09/21/2010
User 13	Begin Date	09/22/2010
User 14	Begin Date	09/23/2010
User 15	Begin Date	09/24/2010
User 16	Begin Date	09/25/2010
User 17	Begin Date	09/26/2010
User 18	Begin Date	09/27/2010
User 19	Begin Date	09/28/2010
User 20	Begin Date	09/29/2010
User 21	Begin Date	09/30/2010
User 22	Begin Date	09/31/2010

Classroom 1 - User Specific Data

User ID	Field	Value
User 1	Expire Date	09/09/2011
User 2	Expire Date	09/10/2011
User 3	Expire Date	09/11/2011
User 4	Expire Date	09/12/2011
User 5	Expire Date	09/13/2011
User 6	Expire Date	09/14/2011
User 7	Expire Date	09/15/2011
User 8	Expire Date	09/16/2011
User 9	Expire Date	09/17/2011
User 10	Expire Date	09/18/2011
User 11	Expire Date	09/19/2011
User 12	Expire Date	09/20/2011
User 13	Expire Date	09/21/2011
User 14	Expire Date	09/22/2011
User 15	Expire Date	09/23/2011
User 16	Expire Date	09/24/2011
User 17	Expire Date	09/25/2011
User 18	Expire Date	09/26/2011
User 19	Expire Date	09/27/2011
User 20	Expire Date	09/28/2011
User 21	Expire Date	09/29/2011
User 22	Expire Date	09/30/2011

Classroom 2 - User Specific Data

User ID	Field	Value
User 1	Begin Date	10/10/2010
User 2	Begin Date	10/11/2010
User 3	Begin Date	10/12/2010
User 4	Begin Date	10/13/2010
User 5	Begin Date	10/14/2010
User 6	Begin Date	10/15/2010
User 7	Begin Date	10/16/2010
User 8	Begin Date	10/17/2010
User 9	Begin Date	10/18/2010
User 10	Begin Date	10/19/2010
User 11	Begin Date	10/20/2010
User 12	Begin Date	10/21/2010
User 13	Begin Date	10/22/2010
User 14	Begin Date	10/23/2010
User 15	Begin Date	10/24/2010

User ID	Field	Value
User 16	Begin Date	10/25/2010
User 17	Begin Date	10/26/2010
User 18	Begin Date	10/27/2010
User 19	Begin Date	10/28/2010
User 20	Begin Date	10/29/2010
User 21	Begin Date	10/30/2010
User 22	Begin Date	10/31/2010

Classroom 2 - User Specific Data

User ID	Field	Value
User 1	Expire Date	10/09/2011
User 2	Expire Date	10/10/2011
User 3	Expire Date	10/11/2011
User 4	Expire Date	10/12/2011
User 5	Expire Date	10/13/2011
User 6	Expire Date	10/14/2011
User 7	Expire Date	10/15/2011
User 8	Expire Date	10/16/2011
User 9	Expire Date	10/17/2011
User 10	Expire Date	10/18/2011
User 11	Expire Date	10/19/2011
User 12	Expire Date	10/20/2011
User 13	Expire Date	10/21/2011
User 14	Expire Date	10/22/2011
User 15	Expire Date	10/23/2011
User 16	Expire Date	10/24/2011
User 17	Expire Date	10/25/2011
User 18	Expire Date	10/26/2011
User 19	Expire Date	10/27/2011
User 20	Expire Date	10/28/2011
User 21	Expire Date	10/29/2011
User 22	Expire Date	10/30/2011

Classroom 3 - User Specific Data

User ID	Field	Value
User 1	Begin Date	08/10/2010
User 2	Begin Date	08/11/2010
User 3	Begin Date	08/12/2010
User 4	Begin Date	08/13/2010
User 5	Begin Date	08/14/2010
User 6	Begin Date	08/15/2010

User ID	Field	Value
User 7	Begin Date	08/16/2010
User 8	Begin Date	08/17/2010
User 9	Begin Date	08/18/2010
User 10	Begin Date	08/19/2010
User 11	Begin Date	08/20/2010
User 12	Begin Date	08/21/2010
User 13	Begin Date	08/22/2010
User 14	Begin Date	08/23/2010
User 15	Begin Date	08/24/2010
User 16	Begin Date	08/25/2010
User 17	Begin Date	08/26/2010
User 18	Begin Date	08/27/2010
User 19	Begin Date	08/28/2010
User 20	Begin Date	08/29/2010
User 21	Begin Date	08/30/2010
User 22	Begin Date	08/31/2010

Classroom 3- User Specific Data

User ID	Field	Value
User 1	Expire Date	08/09/2011
User 2	Expire Date	08/10/2011
User 3	Expire Date	08/11/2011
User 4	Expire Date	08/12/2011
User 5	Expire Date	08/13/2011
User 6	Expire Date	08/14/2011
User 7	Expire Date	08/15/2011
User 8	Expire Date	08/16/2011
User 9	Expire Date	08/17/2011
User 10	Expire Date	08/18/2011
User 11	Expire Date	08/19/2011
User 12	Expire Date	08/20/2011
User 13	Expire Date	08/21/2011
User 14	Expire Date	08/22/2011
User 15	Expire Date	08/23/2011
User 16	Expire Date	08/24/2011
User 17	Expire Date	08/25/2011
User 18	Expire Date	08/26/2011
User 19	Expire Date	08/27/2011
User 20	Expire Date	08/28/2011
User 21	Expire Date	08/29/2011
User 22	Expire Date	08/30/2011

Activity 4 - Walkthrough: Copy Existing Transactional Supplier Contract

Scenario
You are a **Contract Processor** for your agency. You have an existing transactional contract in SMART for subscription fees which has expired, and you need to re-award the contract to the same vendor at a different cost. You need to locate the existing transactional supplier contract in SMART and copy it to create the new transactional contract for the vendor.

Menu Path
Supplier Contracts → Create Contracts and Documents → Contract Entry

UPK Procedure
Not applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to copy existing supplier contract documents in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a "user specific field," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

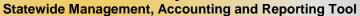| Field	Value
Contract Entry: Add a New Value	
Contract Process Option	Purchase Order
* Click the **Add** button	
Contract	
* Click the **Copy from Contract** link	
Copy Contract	
Contract ID	00000000000000000000000011
* Click the **Search** button	
* Click the **Select** checkbox for the **Contract ID**	
* Click the **OK** button	
Contract: Header	
Begin Date	User Specific Data
Expire Date	User Specific Data

Field	Value
Description	Renew FY2010 subscription fees
Contract Term/Renewals Section	
Actual Contract Start Date	01/19/2011
Number of Renewals Established	1
Initial Contract Expiration Date	11/10/2011
Renewal Duration (in months)	12
Current Renewal Period	0
Amount Summary	
Maximum Amount	720.00
Contract: Lines: Order By Amount	
Merchandise Amount	59.99
* Review all data to ensure all is correct	
Status	Approved
* Click the **Save** button	
* Click the **Home** link	

Classroom 1 - User Specific Data

User ID	Field	Value
User 1	Begin Date	10/10/2010
User 2	Begin Date	10/11/2010
User 3	Begin Date	10/12/2010
User 4	Begin Date	10/13/2010
User 5	Begin Date	10/14/2010
User 6	Begin Date	10/15/2010
User 7	Begin Date	10/16/2010
User 8	Begin Date	10/17/2010
User 9	Begin Date	10/18/2010
User 10	Begin Date	10/19/2010
User 11	Begin Date	10/20/2010
User 12	Begin Date	10/21/2010
User 13	Begin Date	10/22/2010
User 14	Begin Date	10/23/2010
User 15	Begin Date	10/24/2010
User 16	Begin Date	10/25/2010
User 17	Begin Date	10/26/2010
User 18	Begin Date	10/27/2010
User 19	Begin Date	10/28/2010
User 20	Begin Date	10/29/2010
User 21	Begin Date	10/30/2010
User 22	Begin Date	10/31/2010

Classroom 1 - User Specific Data

User ID	Field	Value
User 1	Expire Date	10/09/2011
User 2	Expire Date	10/10/2011
User 3	Expire Date	10/11/2011
User 4	Expire Date	10/12/2011
User 5	Expire Date	10/13/2011
User 6	Expire Date	10/14/2011
User 7	Expire Date	10/15/2011
User 8	Expire Date	10/16/2011
User 9	Expire Date	10/17/2011
User 10	Expire Date	10/18/2011
User 11	Expire Date	10/19/2011
User 12	Expire Date	10/20/2011
User 13	Expire Date	10/21/2011
User 14	Expire Date	10/22/2011
User 15	Expire Date	10/23/2011
User 16	Expire Date	10/24/2011
User 17	Expire Date	10/25/2011
User 18	Expire Date	10/26/2011
User 19	Expire Date	10/27/2011
User 20	Expire Date	10/28/2011
User 21	Expire Date	10/29/2011
User 22	Expire Date	10/30/2011

Classroom 2 - User Specific Data

User ID	Field	Value
User 1	Begin Date	08/10/2010
User 2	Begin Date	08/11/2010
User 3	Begin Date	08/12/2010
User 4	Begin Date	08/13/2010
User 5	Begin Date	08/14/2010
User 6	Begin Date	08/15/2010
User 7	Begin Date	08/16/2010
User 8	Begin Date	08/17/2010
User 9	Begin Date	08/18/2010
User 10	Begin Date	08/19/2010
User 11	Begin Date	08/20/2010
User 12	Begin Date	08/21/2010
User 13	Begin Date	08/22/2010
User 14	Begin Date	08/23/2010

User ID	Field	Value
User 15	Begin Date	08/24/2010
User 16	Begin Date	08/25/2010
User 17	Begin Date	08/26/2010
User 18	Begin Date	08/27/2010
User 19	Begin Date	08/28/2010
User 20	Begin Date	08/29/2010
User 21	Begin Date	08/30/2010
User 22	Begin Date	08/31/2010

Classroom 2 - User Specific Data

User ID	Field	Value
User 1	Expire Date	08/09/2011
User 2	Expire Date	08/10/2011
User 3	Expire Date	08/11/2011
User 4	Expire Date	08/12/2011
User 5	Expire Date	08/13/2011
User 6	Expire Date	08/14/2011
User 7	Expire Date	08/15/2011
User 8	Expire Date	08/16/2011
User 9	Expire Date	08/17/2011
User 10	Expire Date	08/18/2011
User 11	Expire Date	08/19/2011
User 12	Expire Date	08/20/2011
User 13	Expire Date	08/21/2011
User 14	Expire Date	08/22/2011
User 15	Expire Date	08/23/2011
User 16	Expire Date	08/24/2011
User 17	Expire Date	08/25/2011
User 18	Expire Date	08/26/2011
User 19	Expire Date	08/27/2011
User 20	Expire Date	08/28/2011
User 21	Expire Date	08/29/2011
User 22	Expire Date	08/30/2011

Classroom 3 - User Specific Data

User ID	Field	Value
User 1	Begin Date	09/10/2010
User 2	Begin Date	09/11/2010
User 3	Begin Date	09/12/2010
User 4	Begin Date	09/13/2010
User 5	Begin Date	09/14/2010

User ID	Field	Value
User 6	Begin Date	09/15/2010
User 7	Begin Date	09/16/2010
User 8	Begin Date	09/17/2010
User 9	Begin Date	09/18/2010
User 10	Begin Date	09/19/2010
User 11	Begin Date	09/20/2010
User 12	Begin Date	09/21/2010
User 13	Begin Date	09/22/2010
User 14	Begin Date	09/23/2010
User 15	Begin Date	09/24/2010
User 16	Begin Date	09/25/2010
User 17	Begin Date	09/26/2010
User 18	Begin Date	09/27/2010
User 19	Begin Date	09/28/2010
User 20	Begin Date	09/29/2010
User 21	Begin Date	09/30/2010
User 22	Begin Date	09/31/2010

Classroom 3 - User Specific Data

User ID	Field	Value
User 1	Expire Date	09/09/2011
User 2	Expire Date	09/10/2011
User 3	Expire Date	09/11/2011
User 4	Expire Date	09/12/2011
User 5	Expire Date	09/13/2011
User 6	Expire Date	09/14/2011
User 7	Expire Date	09/15/2011
User 8	Expire Date	09/16/2011
User 9	Expire Date	09/17/2011
User 10	Expire Date	09/18/2011
User 11	Expire Date	09/19/2011
User 12	Expire Date	09/20/2011
User 13	Expire Date	09/21/2011
User 14	Expire Date	09/22/2011
User 15	Expire Date	09/23/2011
User 16	Expire Date	09/24/2011
User 17	Expire Date	09/25/2011
User 18	Expire Date	09/26/2011
User 19	Expire Date	09/27/2011
User 20	Expire Date	09/28/2011
User 21	Expire Date	09/29/2011

User ID	Field	Value
User 22	Expire Date	09/30/2011